

Hoo St Werburgh and Chattenden Parish Council**The Minutes of the Meeting of Hoo St Werburgh and Chattenden Parish Council
Held at Chattenden Community Centre on Thursday 5th February 2026 at 7.00pm.**

Parish Councillors present: Cllr Fray
Cllr Chester
Cllr Pearce
Cllr Styles
Cllr Dunkley
Cllr Williams
Cllr Francis
Cllr Tildesley
Cllr Cutting
Cllr Wood
Cllr Barton
Cllr Koroma

Also: Sherrie Babington - Parish Clerk, Ward Councillor Sands and members of the public.

The meeting was chaired by Councillor Fray.

1. Apologies for Absence.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting. Under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies were received and accepted for:

- Cllr Mitchell - Work
- Cllr Sparks - Personal

2. Declarations of Interest and Dispensations.

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

Cllr Pearce declared an interest in the agenda item discussing allotments.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

There were no requests for dispensations.

3. Parish Councillor Vacancies.

Members were advised that five applications had now been received in respect of the two current casual vacancies on the Parish Council. The Chair thanked all applicants for their interest and confirmed that the applications would be considered later in the meeting under confidential business.

Members were further informed that a third vacancy has now been formally referred to Medway Council and that, following the receipt of a valid request signed by ten electors, a by-election has been called. The by-election will take place on Thursday 12 March 2026.

The Clerk outlined the likely financial implications of holding a by-election and confirmed that the estimated cost to the Parish Council would be between £5,000 and £8,000.

Members discussed whether polling cards should be issued. It was agreed that, in the interests of openness and to ensure residents were fully informed, polling cards should be provided.

4. Minutes of the Previous Meeting.

It was proposed by Cllr Wood, seconded by Cllr Kormoa, and agreed by all present that the minutes of the meeting held on 8th January 2026 be approved and signed.

The approved Minutes were then signed and dated by the Chairman.

5. Matters Arising.

The following were reported to members:

Abbey Farm Development – Highways Meeting

Members noted that a site meeting with Medway Council officers had been arranged for 18 February at 12 noon to discuss highway safety and visibility issues associated with the Abbey Farm development. Councillors Fray, Chester, Sparks and Williams will attend.

Planning Objection and Section 106 Request

It was confirmed that the Parish Council's formal objection to application MC/24/2022 had been resubmitted and that the increased Section 106 request of £1.3 million had been included.

Community Awards

The Clerk reported that work was continuing to progress nominations for both the Parish Council and KALC Community Awards.

Parish Newsletter

Members were advised that the latest edition of the parish newsletter had been produced and was due to be distributed to all residents with The Net magazine.

6. Urgent Matters.

To consider any urgent matters raised by members.

No matters were raised.

7. Public Session.

To allow members of the public to raise any issues with the Parish Council.

A period of public participation took place, with residents raising a number of concerns regarding parking and traffic congestion outside the Hundred of Hoo Academy and the surrounding roads.

Issues raised included:

- vehicles parking on grass verges,
- obstruction of pavements,
- mud being dragged onto the highway,
- general safety of pedestrians, particularly school children and mobility scooter users.

Members acknowledged the seriousness of the concerns and confirmed that the Parish Council has already raised these matters with Medway Council on a number of occasions.

Ward Councillors Pearce confirmed that they were actively pursuing the matter with Highways and Parking Services.

It was agreed that the issues would also be raised at the forthcoming Abbey Farm Highways meeting and that relevant officers and school representatives would be invited to attend a future PACT meeting. Residents also raised concerns about wider parking problems across the village, including in Vicarage Lane and Church Farm Close.

Members thanked residents for bringing the matters to their attention.

8. **Financial Matters.**

a. Financial Statement.

To receive the financial statement and to authorise any payments.

The monthly financial statement was circulated and considered by members. The bank balances and payments were reviewed.

Resolved: That the financial statement be approved.

Proposed: Cllr Williams

Seconded: Cllr Koroma

b. Hoo Village Hall – Hire Charges

Members considered correspondence from the Village Hall Manager regarding proposed charges for Parish Council use of the hall from April 2026. The proposed rate was £15 per hour.

Members agreed to approve the hourly rate in principle but asked the Clerk to seek clarification regarding minimum booking periods and use of the small meeting room.

Resolved: That the proposed rate be accepted, subject to further discussion with the Village Hall Committee.

Proposed: Cllr Cutting

Seconded: Cllr Barton

c. Grant Application – Hi Kent Hearing Aid Clinic

A grant request of £480 was considered from Hi Kent to support the monthly hearing aid support clinic held at the Walter Brice Centre.

Members agreed that the service provides valuable assistance to local residents and resolved to award the grant as requested.

Resolved: Grant of £450 awarded to Hi Kent

Proposed: Cllr Fray

Seconded: Cllr Dunkley

d. Youth Club Funding Request

Members discussed a request from the Medway Youth Officer to fund the hall hire costs for the village hall associated with the local Youth Club.

A number of questions were raised regarding staffing levels and consistency of service. However, members recognised the importance of providing youth provision within the parish.

Resolved:

That the Parish Council would support the Youth Club for the forthcoming year by meeting hall hire costs, with the arrangement to be monitored regularly to ensure that sessions are taking place as planned.

A vote was cast in favour of supporting the Youth Club, with one abstention.

Proposed: Cllr Fray

Seconded: Cllr Pearce

9. **Clerk's Report.**

To consider any matters arising from the Clerk's Report.

Allotments

The Clerk reported that an unauthorised laurel hedge had been planted between two allotment plots and was beginning to grow out of control.

Members agreed that action should be taken to remove it before the bird nesting season. Authority was given for the Clerk to obtain a quotation from a tree surgeon to carry out the work.

Action: Clerk to obtain a quotation for the work and proceed before bird nesting season.

The Clerk also updated members on ongoing correspondence with Medway Council regarding parking concerns outside the school.

10. **Chairman's Report.**

To receive the Chairman's Report.

The Chair reported on:

- Attendance at a meeting with the project architect regarding progress on the new Community Centre
- Funding opportunities have been identified for additional public access defibrillators within the parish.
- Members approved submitting a grant application for a defibrillator on behalf of the Parish Council.
- Members also agreed to support an application for a defibrillator at the Village Hall, subject to agreement from the Village Hall Committee.
- Ongoing parking and highway concerns across the parish continue to be raised with Medway Council where appropriate.
- Alliances of Parishes meeting – Cllr Cutting to attend to represent the PC as Chairman on training and unable to attend.

11. **New Community Centre.**

To receive an update for the new Community Centre.

Councillor Williams provided an update on the community centre project.

He confirmed that further information had been submitted to Medway Council planners and that officers were now indicating that the application could be determined under delegated powers.

Clarification had been provided regarding the replacement of the MUGA and skate park facilities, both of which will be replaced as part of the scheme.

Members noted that further fundraising of approximately £1.3 million would still be required once planning permission is secured.

12. **Memorial Garden.**

To receive a report on the Memorial Garden.

Cllr Williams reported that the Memorial Garden project is progressing well:

The main construction works have now been completed, and new signage was being produced.

The Clerk confirmed that draft policies and application forms for memorial benches and ashes plots were currently being prepared.

13. Community Resilience Plan.

Members were advised that Kent Fire and Rescue Service (KFRS) is progressing work to develop a Community Resilience Plan for Hoo, led by Hoo Fire Station in partnership with other agencies and the local community.

The current focus is on identifying community volunteers, with a further meeting planned later in February to outline the aims of the resilience team, agree roles and responsibilities, and begin development of the plan. The resilience group is intended to operate as a joint initiative involving community members and local councillors.

Members noted this information.

14. Parish Council Committees.

a. Events Committee.

Cllr Cutting provided an update on preparations for the forthcoming Dinosaur Day event scheduled for 9 May 2026. Advertising was underway and sponsorship income has been secured.

The Committee requested permission to operate a licensed bar at the event to operate between 1 and 5pm.

Resolved: To approve the operation of a licenced bar at the event.

Proposed: Cllr Cutting

Seconded: Cllr Pearce

b. Environment Committee.

Kingshill Recreation Ground – MUGA Project

Members were advised that Safeplay Playground Services Ltd had confirmed acceptance of the Parish Council's quotation for the installation of the Multi-Use Games Area at Kingshill Recreation Ground.

It was anticipated that works will be able to commence prior to May, subject to delivery. Once delivery dates are confirmed, Safeplay will provide pre-start documentation together with a confirmed start date and anticipated duration on site. A Traffic Management Plan had also been provided, outlining proposed site access and management arrangements.

As agreed at the last meeting, the following additional quotations have been received from Safeplay for Members consideration:

- MUGA Operator Signage (QT 27591):
Supply and installation of an operator sign at the MUGA, at a cost of **£254.00 (ex VAT)**.
- SUDS Bond Path Extension (QT 27592):
Extension of the existing footpath to provide a continuous route to the new MUGA, including excavation and installation of SUDS Bond surfacing, at a cost of **£5,997.00 (ex VAT)**.

Hoo Common

Members were advised that a site meeting had taken place at Hoo Common to review current site conditions and discuss potential maintenance and improvement works. Following the meeting,

a proposal and quotation had been received from Medway Valley Countryside Partnership (MVCP) for conservation and maintenance works at the site.

MVCP had provisionally identified two task days for delivery of the works during the current financial year, being Tuesday 3 March and Thursday 5 March 2026.

The proposed works to focus on addressing identified site issues, improving habitat management, and enhancing the overall appearance of Hoo Common, with MVCP providing supervision and coordination of the task days.

Members were asked to:

- Note the progress update on the Kingshill Recreation Ground MUGA project.
- Approve the additional quotations for:
 - MUGA operator signage at £254.00 (ex VAT); and
 - SUDS Bond path extension at £5,997.00 (ex VAT); and
- Consider and approve the proposal for MVCP to proceed with the works at Hoo Common on Tuesday 3 March and Thursday 5 March 2026.

Resolved: To accept the recommendations as outlined above.

Proposed: Cllr Wood

Seconded: Cllr Cutting

c. Finance, Audit and General Purposes Committee.

Members noted an update regarding options for Christmas lighting.

15. Planning Matters.

a. Planning Applications Received.

The following planning applications were considered by the Parish Council:

MC/26/0010- 9 Riverbourne Way, Chattenden, ME3 8GX

Construction of a rear outbuilding.

PC Decision: No objection provided building is used ancillary to the main house.

MC/25/2241-Deangate Ridge Leisure Complex Greenspace, Dux Court Road – Demolition of Deangate Greenkeepers warehouse and replacement with shipping containers.

PC Decision: No objection raised.

MC/26/0024- 46 Tenor Drive, Hoo St Werburgh, ME3 9LP

Retrospective application for change of use of amenity land to residential together with engineering works to facilitate land level changes and construction of a new boundary treatment.

PC Decision: To raise an objection to this application for the following reasons;

- Loss of amenity space
- Fencing is out of character as a boundary treatment totally alien to the rest of the estate.
- Due to its considerable height, the fence is visually prominent within streetscape.

MC/25/2527 – Hundred of Hoo Swimming Pool, Main Road, Hoo St Werburgh

Installation of new external air handling units

PC Decision: No objection raised

MC/26/0132 – Land at Chattenden Lane, Chattenden

Town & Country Planning Act (Environmental Impact Assessment (England and Wales) Regulation 2017 (as amended)

Request for a scoping opinion – Hybrid application for up to 150 units (full application) and up to 400 units (outline application), primary school, local centre and children’s nursery.

PC Decision: To raise an objection to this scoping opinion as it goes against the Hoo Neighbourhood Plan, particularly regarding the coalescence of Chattenden and Hoo.

MC/26/0113 – 19 Marley Road, Hoo St Werburgh ME3 9DH
Construction of a single storey extension with pitched roof.

PC Decision: No objection

b. Planning Decisions by Medway Council.

MC/25/1815

Land At the Former Sturdee Club and Land at Stoke Road Hoo St Werburgh ME3 9BJ

Details pursuant to condition 26 (Archaeological works) on planning permission MC/23/2857 for construction of 134no. residential dwellings (including affordable and over 55's homes), children's nursery (Class E(f)), cafe/community hub (Class E(b)/F2(b)) and commercial/retail floorspace (E(g)/E(a), new public open spaces, sustainable urban drainage systems, landscaping and biodiversity areas and play areas. Access to be from 4no. new locations from Stoke Road. Provision of roads, parking spaces and earthworks - Demolition of the Sturdee Club and associated structures

Discharge of Conditions

c. Appeals.

No matters were considered.

d. Other Planning Matters.

Medway Local Plan Examination – Update

Members were advised that the Medway Local Plan 2041 has now formally been submitted for independent examination following the Regulation 19 consultation. The Secretary of State has appointed Inspectors to examine the Plan, supported by an independent Programme Officer. The Inspectors are currently reviewing the submitted representations and evidence base to assess whether the Plan meets legal and national policy requirements. Further updates will be issued in due course as the examination progresses, with all examination information published on Medway Council’s website.

16. External Reports.

a. Hoo Village Hall (Oversight Committee).

Members received an update on the Village Hall from the Hall Manager.

b. Alliance of Hoo Peninsula Parish Councils.

Cllr Pearce reported that Ward Councillors continued to attend Peninsula Parish Council meetings to keep up to date of the views of the Alliance Parishes.

c. Police and Pact Report.

Members were informed that the next PACT meeting has been arranged for Tuesday 7th April at 7.15pm at Hoo Village Hall. In light of the ongoing concerns regarding parking and highway safety outside the Hundred of Hoo Academy, it was agreed that invitations would be extended to the Headteacher and representatives of the local schools, including the Hundred of Hoo Academy to attend.

Representatives from Kent Police, Medway Council and the Parish Council will also be in attendance.

d. Ward Councillors’ Reports.

Ward Councillors Pearce reported on the following matters:

- Confirmation that the school crossing patrol at Chattenden Primary School has been withdrawn by Medway Council following an assessment. He raised concerns that neither Ward Councillors nor the school were consulted prior to the decision
- Repairs undertaken to the alleyway between Knights Road and Main Road and an agreement from Abbey Homes to undertake regular litter picking
- Ongoing liaison with MHS Homes regarding maintenance of the lower section of the alleyway
- Update on successful community tree planting in Chattenden
- Notification that the national consultation on Local Government Reorganisation has commenced

17. Exclusion of Press and Public – Confidential Item

It was proposed by the Chairman and agreed by members that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item due to the confidential nature of the business to be transacted.

Confidential Item – Co-option to Parish Council

18. Date of the next meeting – Thursday 5th March 2026 – Hoo Village Hall.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.50pm.

Signed: _____

Dated: _____